

U.S. Department of Housing  
and Urban Development



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## *May/ June 2007 e-SNAPs Update v3*

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Office of  
Special Needs Assistance  
Programs

## CoC NOFA UPDATES

### **Deadline Extension**

On May 19<sup>th</sup> HUD released a Technical Correction to the SuperNOFA application. The Technical Correction extended the deadline for the CoC Homeless Programs application by one week- until Jun 15<sup>th</sup>, 2007. For application deadline changes for other programs, please refer to:

<http://www.hud.gov/offices/adm/grants/nofa07/techcorr.pdf>.

### **Question and Answers**

In addition to the Technical Correction, HUD has released several Question and Answer (Q&A) documents pertaining to this years' application. Newly published Q & A documents can be found by scrolling to the bottom of the page available at: <http://www.hud.gov/offices/adm/grants/nofa07/grpcoc.cfm>. The latest Q&As were published on 5-22-07. Be sure to review all the Q&A documents to obtain the most current HUD guidance.

### **Completing Accurate Housing Inventory Charts**

A new Questions & Answers document designed to help CoCs accurately complete Chart I: Housing Inventory Chart (HIC) has been posted at: <http://www.hud.gov/offices/cpd/homeless/library/hicqa.pdf>. HUD encourages all CoCs to review this document carefully. The Q & A covers general issues on the HIC including: what beds to report on the chart; how to report cribs, rotating shelter beds, and hotel/motel vouchers; distinguishing between individual and family beds; and calculating HMIS bed coverage. The document also covers specific concerns on how to account for the number of beds allocated for chronically homeless persons on the HIC and the number of chronically homeless persons reported in Chart V.

### **Calculating the Costs for New Chronic Homeless Beds**

A worksheet for Chart V: CoC Chronic Homeless Progress Chart has been designed to help CoCs calculate the costs and sources of funds for development and operation of new beds for chronically homeless persons. The worksheet has three tabs including instructions, detailed project budgets and a summary chart which will provide the information necessary to complete section 3 of Chart V. To download a copy of the chart visit:

<http://www.hud.gov/offices/cpd/homeless/library/2007nofachartvworksheet.xls>.

### **Pro Rata Need Reminder**

For a CoC to claim pro rata need, the geographic code (Geocode) and name of all jurisdictions participating in the CoC **must** be listed in Exhibit 1 Part IB: CoC Geography Chart. Charts that display the six-digit geocode and "pro rata need" amount can be found at: <http://www.hud.gov/offices/cpd/homeless/apply/2007nofa/index.cfm>.



## **Logic Model: 2007 CoC Application**

***\*\*Please note the May 11<sup>th</sup> technical correction includes new guidance on the 2007 logic model\*\****

**Period** – In the drop down box select “Annual”.

**Start Date** – Enter the date of the beginning of your project's operating year.

**End Date** – Enter the date of the end of your project's operating year.

**Column 1: Goals and Policy Priorities:** You do not need to identify a goal and policy priority to exactly correspond with each need statement, output or outcome. Select all that apply to your project.

**HUD Goals**—It's appropriate for all homeless projects to select one of the options under “C” for “Strengthen Communities” as a goal.

**Policy Priority**— It's appropriate for all homeless projects to select one of the options under “F” for “Ending Chronic Homelessness” as a priority.

- **Column 2: Problem/ Need/ Situation:** Select the one that applies to your needs.
- **Column 3: Services or Activities/Output:** Select the services or activities Outputs that best describe the activities that your project will undertake in order to achieve your project's Outcome goal(s) and address its need statements. Select all of your project's services and activities.
- **Column 4: Pre/Post Measure of Outputs**

**Pre**— In this column, list the number of participants that you predict your project will serve with the corresponding service/activity (listed in the same row) during the operating year to come. Be sure to indicate the total number of participants to be served under “all” and then identify, of that number, how many chronically homeless will be served (to the extent any chronically homeless will be served in your project).

**Post**—At the end of the operating year, HUD will ask that you complete this column based on the number of participants that you actually served.

- **Column 5: Outcome**  
The outcomes listed relate to HUD's Government Performance and Results Act (GPRA) measures. The presumption is that successful delivery of those services will as a whole, facilitate you reaching good Outcomes. Identify all of the relevant Outcomes that your project will aim to accomplish. If there are no applicable outcomes listed, you may leave this column blank.
- **Column 6: Pre/Post Measure of Outcomes**

**Pre**—In this column, enter the number that relates to each outcome selection. You are projecting the outcome of your project's output services and activities in the operating year to come. Where appropriate, indicate the total number of participants to be served under “all” and then identify, of that number, how many chronically homeless will be served (to the extent any chronically homeless will be served in your project).

**Post**—At the end of the operating year, HUD will ask that you complete this column based on the number of participants that you actually served, beds covered in HMIS, or units occupied.

- **Column 7: Evaluation Tools**  
Fill out sections A through E for the tools that you will use to evaluate and track information on your project during the coming operating year, in order to get the “post” numbers that will appear in columns 4 and 6.

**“Evaluation” Tab** - HUD will require that you answer these questions for your project at the same time that you complete the “post” data (columns 4 and 6). Note: Fill out the tab according to your operating year.

For more information: <http://www.hud.gov/offices/adm/grants/nofa07/lmhelpfulhints07.doc>

## **Annual Homeless Data Strategy Published**

HUD submitted its sixth annual Report to Congress on its progress on Homeless Data Collection, Reporting and Analysis. The report covers the calendar year of 2006 and includes information on HUD's continuing direct support of HMIS, the National HMIS Technical Assistance Initiative, Hurricane Katrina Disaster Relief technical assistance, the Annual Homeless Assessment Report (AHAR), Departmental efforts to improve reporting and performance measurement, and the Department's Strategy for 2007.

A full copy of the report is available at: <http://www.hud.gov/offices/cpd/homeless/library/improvingDataCollection.pdf>



# The Annual Homeless Assessment Report (AHAR) All Stars

U.S. Department of Housing and Urban Development

Mark Johnston, Deputy Assistant Secretary for Special Needs, and the staff of HUD's Office of Special Needs Assistance Programs would like to recognize the achievements of 14 AHAR communities in the following Continuums of Care (CoC):



These 14 CoCs deserve special recognition because all of their HMIS data from emergency shelters and transitional housing programs from their AHAR jurisdictions will be used in the upcoming AHAR 2. HUD commends these communities for their high HMIS bed coverage and good data quality.

## How can your community become an AHAR All-Star?

AHAR communities should continue to work on improving their HMIS bed coverage rates and data quality. Technical assistance is available on both of these issues through HUD's National HMIS Technical Assistance Initiative and the AHAR research team. For more information visit the National TA Initiative website ([www.HMIS.info](http://www.HMIS.info)) or send an email to your AHAR research team contact.

## How can your CoC participate in the AHAR?

The start of AHAR 4 is around the corner (October 1, 2007). The AHAR research team is looking for CoCs with 65 percent HMIS bed coverage in your emergency shelters and/or transitional housing programs. CoCs that are interested in participating in future AHARs should send an email to [AHAR@abtassoc.com](mailto:AHAR@abtassoc.com).

# Community Spotlight

## "Homeless Family Tax Prep Assistance"

### Homeless Family Tax Prep Assistance, El Paso, TX

In the state of Texas, an estimated 43,630 people are homeless (NAEH *"Homeless Counts"*, Jan 2007). The El Paso Coalition for the Homeless, a 65-member organization made up of local service providers, area government entities, local churches, private citizens, hospitals, and businesses in El Paso County, Texas, estimates that between 15% and 16% of that number are homeless in El Paso (6,000 to 7,000 homeless individuals and families) in any given year. 1 in 4 of El Paso's families lives at or below the poverty line (US Census, 2003).

The El Paso Coalition for the Homeless has teamed up with the local Internal Revenue Service (IRS) office to bring an under-utilized mainstream benefit to homeless and formerly homeless families – the Earned Income Tax Credit (EITC). This innovative pilot program assists transitional and permanent housing clients - and some families living in emergency shelter - with filing their federal tax returns.

Thanks to a Memorandum of Understanding between HUD and the IRS, the Coalition, together with local IRS partners and the Volunteer Income Tax Assistance (VITA) program, is providing a free tax preparation service to homeless families – ensuring families apply for the EITC as part of the process. Clients are encouraged to utilize the free service, saving themselves refund cash by not paying a tax preparer or paying instant tax refund loan fees.

Using program level data from their local HMIS, the Coalition identifies potential families who may be eligible for EITC and provides outreach to them as the tax season begins. The program is explained and a wide range of services are offered. IRS and VITA tax experts volunteer at local transitional and permanent housing sites assist the clients in completing and filing their returns. Local service agencies and volunteer groups assist families in obtaining IDs, W-2s and other documents required to file. The Legal Clinic for the Homeless provides legal assistance, while local shelters provide stable addresses for filing.

The IRS acknowledges that the EITC is an under-utilized benefit for low-income families. HUD and homeless service providers have an interest in ensuring that the families apply for and receive the full amount of the benefit that they qualify for. The money received from the EITC can help the families secure and maintain a stable living arrangement by paying for security deposits, paying rental and utility arrearages, or paying for furniture and other living expenses.

Along with pre-screening, this pilot program uses the local HMIS to track the community's successes in linking clients to the EITC. The Coalition plans to assess how this linkage affects the client's living situation over time, hopes to expand the program to include all emergency shelter families, and further link clients with financial literacy programs and Individual Development Account (IDA) programs offered by local service providers.

The community collaborative to link families to this mainstream benefit is a strong asset of the program. The lessons the El Paso Coalition for Homeless has learned this year will help build an even more robust program for next year. The El Paso/Juarez borderplex is the largest community on the U.S./Mexican border (2000 Census) and sets an example for inter-agency collaboration that many communities will want to follow.

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